



## Lake Macquarie Landcare Volunteer Network Inc.

### CODE OF CONDUCT FOR LANDCARERS

This Code of Conduct applies to all volunteers ('members') of Lake Macquarie Landcare Volunteer Network while undertaking any role or activity related to Landcare in the city of Lake Macquarie. Lake Macquarie Landcare Volunteer Network (LMLVN) works in partnership with Lake Macquarie City Council (LMCC) and the conduct of Landcare group members reflects on both partners.

This Code of Conduct is a guide and reference to support day-to-day decision making and reflects the purpose, mission and values of Lake Macquarie Landcare Volunteer Network in partnership with Lake Macquarie City Council, and is based on the following principles:

#### I. **RESPECT FOR THE LAW**

LMLVN members, in common with all citizens, are under the jurisdiction of the by-laws of LMCC and the laws of the State and the Commonwealth and are obliged to observe such laws.

#### II. **RESPECT FOR ALL PERSONS**

LMLVN recognises that its primary responsibility is to Landcare members however, LMLVN commits to treat all members of the community equitably, with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from one's own;
- Courtesy and responsiveness in dealing with others;
- Fairness in supervising and dealing with other members;
- Making decisions that are procedurally fair to all people according to the principles of natural justice;
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction;
- An awareness and respect for cultural difference;
- Allowing for alternative points of view to be expressed;
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation; and
- Not engaging in conduct likely to bring discredit upon LMLVN and its partner.

#### III. **INTEGRITY**

Members should carry out their duties in the best interests of LMLVN and its partner, and avoid conflicts between their private interests and their Landcare responsibilities with respect to:

- Personal relationships;
- Financial relationships;
- Receipt of gifts;
- Outside work;
- Use of confidential information obtained in the course of Landcare duties; and
- External activities and public comment.
- Ethics and values.

Members must declare interests which conflict, either perceived or actual, with Landcare duties and activities.

#### IV. **DILIGENCE**

Members should carry out their duties in a professional and conscientious manner. This involves:

- Always acting honestly, in good faith, and in the best interest of LMLVN;
- Carrying out official decisions and policies faithfully and impartially;
- Seeking to attain the highest possible standards in line with the LMLVN Mission Statement;
- Working in a safe manner and exercising care for others in Landcare-related activities; and
- Being independent in judgement and action and taking all reasonable steps to be satisfied as to the soundness of all decisions

#### V. **CONFIDENTIALITY**

LMLVN acknowledges that confidential information received in the course of the exercise of official duties remains the property of LMLVN.

In addition, it is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by LMLVN or the person from whom the information is provided, or is required by law.

Documents and information of LMLVN should be placed in secure locations where possible and sensitive information should not be distributed without the Chair's consent.

### **Grievances, Complaints and Procedures**

Breaches of this Code of Conduct or other policies of LMLVN will be addressed by way of procedures within the LMLVN Constitution.

#### **AUTHORISATION:**

This version was approved on: .

This version takes effect on:

Authorised by:

Chairperson:

Chairperson signature: